

Meeting Date: 10/14/08

# AGENDA REPORT

City of Santa Clara, California

Agenda Item #

7A-4



**Date:** October 6, 2008  
**To:** City Manager for Council Action  
**From:** Chief of Police  
**Subject:** Request Council Approval to Set Salary at Step 3, Salary Plan H, Grade 17 for Newly-Hired Community Service Officer I, Victoria Cruz

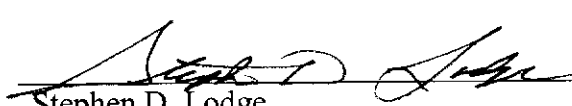
**EXECUTIVE SUMMARY:** The Police Department is hiring a Community Service Officer I, Victoria Cruz. Vicki Cruz was hired as an as-needed Community Service Officer I on November 1, 2005, and has done an outstanding job. CSO Cruz has a proactive approach to enforcement, addressing parking violations throughout the city. When a permanent position became available, we were fortunate that CSO Cruz took the test and came out #1 on the list.

As an as-needed employee, CSO Cruz earned her way to Step 3 by virtue of her longevity. Staff recommends that she be appointed at Step 3 of the salary range as she starts her permanent career with the Police Department.

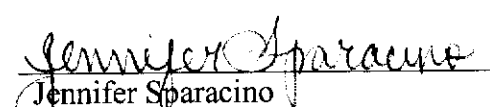
**ADVANTAGES AND DISADVANTAGES OF ISSUE:** Appointment at Step 3 will allow the Police Department the opportunity to hire a well-qualified candidate at a salary commensurate with her years of experience. Additionally, employee will not have to suffer a salary reduction as the result of being hired as a permanent employee.

**ECONOMIC/FISCAL IMPACT:** Salary at Step 3 is 10% higher than Step 1, resulting in an additional cost of approximately \$5,472 per year. No budget modifications will be necessary.

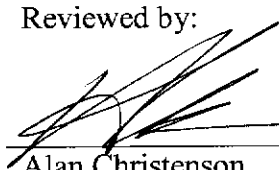
**RECOMMENDATION:** That the Council approve the request to set the salary of newly-hired Community Service Officer I, Victoria Cruz, at Step 3, Salary Plan H, Grade 17.

  
Stephen D. Lodge  
Chief of Police

APPROVED:

  
Jennifer Sparacino  
City Manager

Reviewed by:

  
Alan Christenson  
Acting Director of Human Resources

**Documents Related to this Report:** None

H:\POLICE\Chief's Office\Agenda Reports\Accelerated Salary Step - Cruz.doc